

SAMPLE OF BOARD OF DIRECTORS
RESOLUTION

RESOLUTION AUTHORIZING EXECUTION OF CONTRACT(S)
WITH MIAMI DADE COUNTY AND _____
FOR THE PROVISION _____

WHEREAS, this Board desires to accomplish the objectives as outlined in the scope of
service of the contract with Miami-Dade County.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF

_____ approves one
contract with Miami-Dade County for the maximum amount of \$ _____
for the provision of _____ services
for the Fiscal Year 2001 and authorizes _____ and
_____, to execute same for and on behalf of
_____.

The foregoing resolution was offered by _____, who
moved its adoption, the motion was seconded by _____.
and upon being put to a vote, the vote was as follows:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The Chairperson/President thereupon declared this resolution duly passed and adopted this
___ day of _____, _____.

Signature-Chairperson or Secretary

Agency Seal

AUTHORIZED SIGNATURES FORM

AUTHORIZED SIGNATURES

CONTRACTOR: _____

DATE: _____

This form certifies the names, titles and signatures of individuals authorized by the contractor's by-laws or board resolution to sign contracts, checks, budget revision requests, payment requests and any other requests, (e.g., purchase requisitions, purchase orders, receiving reports, direct bills) that are required by the Office of Community and Economic Development (OCED) for disbursement of funds.

NAME
(type or print)

TITLE
(type or print)

SIGNATURE

I Prime Contracts, Subcontracts

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II Checks (List amount limits)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III Budget Revision Requests

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NAME
(type or print)

TITLE
(type or print)

SIGNATURE

IV. Payment Requests

V. Other Administrative Matters
(e.g., status reports, purchase
orders, travel requests)

These signatures authorizations are retained by OCED for auditing purposes.

You are required to submit updates to this list as it becomes necessary.

MIAMI-DADE COUNTY AFFIDAVITS

MIAMI-DADE COUNTY AFFIDAVITS

The contracting individual or entity (governmental or otherwise) shall indicate by a "X" all affidavits that pertain to this contract and shall indicate by an "N/A" all affidavits that do not pertain to this contract. All blank spaces must be filled.

The MIAMI-DADE COUNTY OWNERSHIP DISCLOSURE AFFIDAVIT; MIAMI-DADE COUNTY EMPLOYMENT DISCLOSURE AFFIDAVIT; MIAMI-DADE CRIMINAL RECORD AFFIDAVIT; DISABILITY NONDISCRIMINATION AFFIDAVIT; and the PROJECT FRESH START AFFIDAVIT shall not pertain to contracts with the United States or any of its departments or agencies thereof, the State or any political subdivision or agency thereof or any municipality of this State. The MIAMI-DADE FAMILY LEAVE AFFIDAVIT shall not pertain to contracts with the United States or any of its departments or agencies or the State of Florida or any political subdivision or agency thereof; it shall, however, pertain to municipalities of the State of Florida. All other contracting entities or individuals shall read carefully each affidavit to determine whether or not it pertains to this contract.

I, _____, being first duly sworn state:
Affiant

The full legal name and business address of the person(s) or entity contracting or transacting business with Miami-Dade County are (Post Office addresses are not acceptable):

Federal Employer Identification Number (If none, Social Security)

Name of Entity, Individual(s), Partners, or Corporation

Doing Business As (if same as above, leave blank)

Street Address	City	State	Zip Code
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I. MIAMI-DADE COUNTY OWNERSHIP DISCLOSURE AFFIDAVIT (Sec. 2-8.1 of the County Code)

1. If the contract or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a partnership, the foregoing information shall be provided for each partner. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. The foregoing requirements shall not pertain to contracts with publicly-traded corporations or to contracts with the United States or any department or agency thereof, the State or any political subdivision or agency thereof or any municipality of this State. All such names and addresses are (Post Office addresses are not acceptable):

Full Legal Name	Address	Ownership
_____	_____	_____%
_____	_____	_____%
_____	_____	_____%

2. The full legal names and business address of any other individual (other than subcontractors, material men, supplies, laborers, or lenders) who have, or will have, any interest (legal, equitable beneficial or otherwise) in the contract or business transaction with Dade County are (Post Office addresses are not acceptable):

3. Any person who willfully fails to disclose the information required herein, or who knowingly discloses false information in this regard, shall be punished by a fine of up to five hundred dollars (\$500.00) or imprisonment in the County jail for up to sixty (60) days or both.

11. MIAMI-DADE COUNTY EMPLOYMENT DISCLOSURE AFFIDAVIT (County Ordinance No. 90-133, Amending sec. 2.8-1; Subsection (d)(2) of the County Code).

Except where precluded by federal or State laws or regulations, each contract or business transaction or renewal thereof which involves the expenditure of ten thousand dollars (\$10,000) or more shall require the entity contracting or transacting business to disclose the following information. The foregoing disclosure requirements do not apply to contracts with the United States or any department or agency thereof, the State or any political subdivision or agency thereof or any municipality of this State.

1. Does your firm have a collective bargaining agreement with its employees?
____ Yes ____ No
2. Does your firm provide paid health care benefits for its employees?
____ Yes ____ No
3. Provide a current breakdown (number of persons) of your firm's work force and ownership as to race, national origin and gender:

White:	____ Males	____ Females	Asian:	____ Males	____ Females
Black:	____ Males	____ Females	American Indian:	____ Males	____ Females
Hispanics:	____ Males	____ Females	Aleut (Eskimo):	____ Males	____ Females
_____:	____ Males	____ Females	_____:	____ Males	____ Females

III. AFFIRMATIVE ACTION/NONDISCRIMINATION OF EMPLOYMENT, PROMOTION AND PROCUREMENT PRACTICES (County Ordinance 98-30 codified at 2-8.1.5 of the County Code.)

In accordance with County Ordinance No. 98-30, entities with annual gross revenues in excess of \$5,000,000 seeking to contract with the County shall, as a condition of receiving a County contract, have: I) a written affirmative action plan which sets forth the procedures the entity utilizes to assure that it does not discriminate in its employment and promotion practices; and ii) a written procurement policy which sets forth the procedures the entity utilizes to assure that it does not discriminate against minority and women-owned businesses in its own procurement of goods, supplies and services. Such affirmative action plans and procurement policies shall provide for periodic review to determine their effectiveness in assuring the entity does not discriminate in its employment, promotion and procurement practices. The foregoing notwithstanding, corporate entities whose boards of directors are representative of the population make-up of the nation shall be presumed to have non-discriminatory employment and procurement policies, and shall not be required to have written affirmative action plans and procurement policies in order to receive a County contract. The foregoing presumption may be rebutted.

The requirements of County Ordinance No. 98-30 may be waived upon the written recommendation of the County Manager that it is in the best interest of the County to do so and upon approval of the Board of County Commissioners by majority vote of the members present.

_____ The firm does not have annual gross revenues in excess of \$5,000,000.

_____ The firm does have annual revenues in excess of \$5,000,000; however, its Board of Directors is representative of the population make-up of the nation and has submitted a written, detailed listing of its Board of Directors, including the race or ethnicity of each board member, to the County's Department of Business Development, 175 N.W. 1st Avenue, 28th Floor, Miami, Florida 33128.

_____ The firm has annual gross revenues in excess of \$5,000,000 and the firm does have a written affirmative action plan and procurement policy as described above, which includes periodic reviews to determine effectiveness, and has submitted the plan and policy to the County's Department of Business Development, 175 N.W. 1st Avenue, 28th Floor, Miami, Florida 33128;

_____ The firm does not have an affirmative action plan and/or a procurement policy as described above, but has been granted a waiver.

_____ IV. MIAMI-DADE COUNTY CRIMINAL RECORD AFFIDAVIT (Section 2-8.6 of the County Code)

The individual or entity entering into a contract or receiving funding from the County _____ has _____ has not as of the date of this affidavit been convicted of a felony during the past ten (10) years.

An officer, director, or executive of the entity entering into a contract or receiving funding from the County _____ has _____ has not as of the date of this affidavit been convicted of a felony during the past ten (10) years.

_____ V. MIAMI-DADE EMPLOYMENT DRUG-FREE WORKPLACE AFFIDAVIT (County Ordinance No. 92-15 codified as Section 2-8.1.2 of the County Code)

That in compliance with Ordinance No. 92-15 of the Code of Miami-Dade County, Florida, the above named person or entity is providing a drug-free workplace. A written statement to each employee shall, inform the employee about:

1. danger of drug abuse in the workplace
2. the firm's policy of maintaining a drug-free environment at all workplaces
3. availability of drug counseling, rehabilitation and employee assistance programs
4. penalties that may be imposed upon employees for drug abuse violations

The person or entity shall also require an employee to sign a statement, as a condition of employment that the employee will abide by the terms and notify the employer of any criminal drug conviction occurring no later than five (5) days after receiving notice of such conviction and impose appropriate personnel action against the employee up to and including termination.

Compliance with Ordinance No. 92-15 may be waived if the special characteristics of the product or service offered by the person or entity make it necessary for the operation of the County or for the health, safety, welfare, economic benefits and well-being of the public. Contracts involving funding which is provided in whole or in part by the United States of the State of Florida shall be exempted from the provisions of this ordinance in those instances where those provisions are in conflict with the requirements of those governmental entities.

_____ VI. MIAMI-DADE EMPLOYMENT FAMILY LEAVE AFFIDAVIT (County Ordinance No. 142-91 codified as Section 11A-29 et. Seq of the County Code)

That in compliance with ordinance No. 142-91 of the Code of Miami-Dade County, Florida, an employer with fifty (50) or more employees working in Dade County for each working day during each of twenty (20) or more calendar work weeks, shall provide the following information in compliance with all items in the aforementioned ordinance:

An employee who has worked for the above firm at least one (1) year shall be entitled to ninety (90) days of family leave during any twenty-four (24) month period, for medical reasons, for the birth or adoption of a child, or for the care of a child, spouse or other close relative who has a serious health condition without risk of termination of employment or employer retaliation.

The foregoing requirements shall not pertain to contracts with the United States or any department or agency thereof, or the State of Florida or any political subdivision or agency thereof. It shall, however, pertain to municipalities of this State.

_____ VII. DISABILITY NON-DISCRIMINATION AFFIDAVIT (County Resolution R385-95)

That the above named firm, corporation or organization is in compliance with the agrees to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provisions of programs and services, transportation, communications, access to facilities, renovations, and new construction in the following laws: The Americans with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327,42 U.S.C. 12101-12213 and 47 U.S.C. Section 225 and 611 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private Entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions; The Rehabilitation Act of 1973, 29 U.S.C. Section 794; The Federal Transit Act, as amended 49 U.S.C. Section 1612; The Fair Housing Act as amended, 42 U.S.C. Section 3601-3631. The foregoing requirements shall not pertain to contracts with the United States or any department or agency thereof, the State or any political subdivision or agency thereof or any municipality of this State.

_____ VIII. MIAMI-DADE COUNTY REGARDING DELINQUENT AND CURRENTLY DUE FEES OR TAXES (Sec. 208.1(c) of the County Code)

Except for small purchase orders and sole source contracts, that above named firm, corporation, organization or individual desiring to transact business or enter into a contract with the County Verifies that all delinquent and currently due fees or taxes – including but not limited to real and property taxes, utility taxes and occupational licenses – which are collected in the normal course by the Dade County Tax Collector as well as Dade County issued parking tickets for vehicles registered in the name of the firm, corporation, organization or individual have been paid.

_____ IX. CURRENT ON ALL COUNTY CONTRACTS, LOANS AND OTHER OBLIGATIONS

The individual entity seeking to transact business with the County is current in all its obligations to the County and is not otherwise in default of any contract, promissory note or other loan documents with the County or any of its agencies or instrumentalities.

_____ X. PROJECT FRESH START (Resolutions R-702-98 and 358-99)

Any firm that has a contract with the County that results in actual payment of \$500,000 or more shall contribute to Project Fresh Start, the County's Welfare to Work Initiative. However, if five percent (5%) of the firm's work force consists of individuals who reside in Miami-Dade County and who have lost or will lost cash assistance benefits (formerly Aid to Families with dependent Children) as a result of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, the firm may request waiver from the requirement of R-702098 and R-358-99 by submitting a waiver request affidavit. The foregoing requirement does not pertain to government entities, not for profit organizations or recipients of grant awards.

_____ XI. DOMESTIC VIOLENCE LEAVE (Resolution 185-00; 99-5 Codified At 11A-60 Et. Seq. of the Miami-Dade County Code).

The firm desiring to do business with the County is in compliance with Domestic Leave Ordinance, Ordinance 99-5, codified at 11A-60 et. Seq. of the Miami-Dade County Code, which requires an employer which has in the regular course of business fifty (50) or more employees working in Miami-Dade County for each working day during each of twenty (20) or more calendar work weeks in the current or proceeding calendar years, to provide Domestic Violence Leave to its employees.

I have carefully read this entire five (5) page document entitled, "Miami-Dade County Affidavits" and have indicated by an "X" all affidavits that pertain to this contract and have indicated by an "N/A" all affidavits that do not pertain to this contract.

By: _____
(Signature of Affiant) (Date)

SUBSCRIBED AND SWORN TO (or affirmed) before me this _____ day of _____
19____ by _____. He/She is personally known to me or has
presented _____ as identification.
(Type of Identification)

(Signature of Notary) (Serial Number)

(Print or Stamp of Notary) (Expiration Date)

Notary Public – Stamp State of _____
(State)

Notary Seal

AFFIDAVIT OF FINANCIAL AND CONFLICTS
OF INTEREST

AFFIDAVIT OF FINANCIAL AND CONFLICTS OF INTEREST

1. Do you have any past due financial obligations with Miami-Dade County

	YES	NO
Single Family House Loans	_____	_____
Multi-Family Housing Rehab	_____	_____
CDBG Commercial Loan Project	_____	_____
U.S. HUD Section 108 Loan	_____	_____
Other HUD Funded Programs	_____	_____
Other (liens, fines, loans, Occupational licenses, etc.)	_____	_____

If YES, please explain:

2. Do you have any past due financial obligations with Miami-Dade County

YES _____ NO _____

If YES, please explain:

3. Are you a relative of or do you have any business or financial interests with any elected Miami-Dade County official, Miami-Dade County Employee, or Member of Miami-Dade County's Advisory Boards?

YES _____ NO _____

If YES, please explain:

Any false information provided on this affidavit will be reason for rejection and disqualification of your project-funding request to Miami-Dade County.

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

By: _____
(Signature of Applicant) (Date)

SUBSCRIBED AND SWORN TO (or affirmed) before me this _____ day of _____

20__ by _____. He/She is personally known to me or

has presented _____ as identification.
(Type of Identification)

(Signature of Notary)

(Serial Number)

(Print or Stamp of Notary)

(Expiration Date)

Notary Public – Stamp State of _____
(State)

Notary Seal

RELATED PARTIES DISCLOSURE STATEMENT

SAMPLE

AGENCY NAME

DISCLOSURE ABOUT RELATED PARTIES

(DATE)

THERE ARE NO BOARD MEMBERS OF THE (AGENCY NAME) WHO
HAVE ANY RELATIONSHIP OR HAVE MADE ANY TRANSACTION WITH OTHER
ENTITIES THAT MIGHT RESULT IN A CONFLICT WITH (AGENCY NAME)
OPERATIONS.

STATE OF FLORIDA PUBLIC ENTITY CRIMES
AFFIDAVIT

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted to _____
by _____
(print individual's name and title)
for _____
(print name of entity submitting sworn statement)
whose business address is _____
and if applicable its Federal Employer Identification Number (FEIN) is _____. If the
entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

2. I understand that a "public entity crime" as defined in paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to public entity or agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misinterpretation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime, or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a *pooling* of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133 (1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States within the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its officers, director, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, **AND** (please indicate which additional statement applies).

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convinced of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THAT PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORTIDA STATUTES FOR CATEGORY TWO FO ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 19 _____.

Personally known _____

OR Produced identification _____ Notary Public-State of _____

(Type of identification) My commission expires _____

(Printed typed or stamped commissioned name of notary public)

CODE OF BUSINESS ETHICS AFFIDAVIT

FORM A-12
Code of Business Ethics

In accordance with Section 2-8.1(i) of the Miami-Dade County Code, each person or entity that seeks to do business with the County shall adopt a Code of Business Ethics ("Code") and shall, prior to execution of any contract between the contractor and the County, submit an affidavit stating that the contractor has adopted a Code that complies with the requirements of Section 2-8.1(i) of the Miami-Dade County Code. Any person or entity that fails to submit the required affidavit shall be ineligible for contract award. The Code of Business Ethics shall apply to all business that the contractor does with the County and shall, at a minimum, require that the contractor:

- Comply with all applicable governmental rules and regulations including, among others, the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance and the False Claims Ordinance.
- Comply with all applicable rules and regulations regarding Disadvantaged Business Enterprises, Black Business Enterprises, Hispanic Business Enterprises and Women Business Enterprises (hereinafter collectively Minority Business Enterprises, "MBEs") and Community Small Business Enterprises (CSBEs) and shall specifically prohibit the following practices:
 - Pass-through Requirements. The Code shall prohibit pass-throughs whereby the prime firm requires that the MBE or CSBE firm accept payments as a MBE or CSBE and pass through those payments or a portion of those payments to another entity including, but not limited to the owner/operator of the prime firm;
 - Rental Space, Equipment or Flat Overhead Fee Requirements. The Code shall prohibit rental space requirements, equipment requirements, and/or flat overhead fee requirements, whereby the prime firm requires the MBE or CSBE firm to rent space or equipment from the prime firm or charges a flat overhead fee for the use of space, equipment, secretary, etc.;
 - Staffing Requirements. The Code shall prohibit the prime firm from mandating, as a condition to inclusion in the project, that a MBE or CSBE hire, fire, or promote certain individuals not employed by the prime firm, or utilize staff employed or previously employed by the prime firm.
 - MBE or CSBE staff utilization. The Code shall prohibit the prime firm from requiring the MBE or CSBE firm to provide more staff than is necessary and then utilizing the MBE or CSBE staff for other work to be performed by the prime firm.
 - Fraudulently creating, operating or representing MBE or CSBE. The Code shall prohibit a prime firm including, but not limited to, the owners/operators thereof from fraudulently creating, operating or representing an entity as a MBE or CSBE for purposes of qualifying for certification as a MBE or CSBE.
- The Code shall also require that on any contract where MBE or CSBE participation is purported, the contract shall specify essential terms including, but not limited to, a

specific statement regarding the percent of participation planned for MBEs or CSBEs, the timing of payments and when the work is to be performed.

- The failure of a contractor to comply with its Code of Business Ethics shall render any contract between the contractor and the County voidable, and subject violators to debarment from future County work pursuant to Section 10-38(h)(2) of the Code. The Inspector General shall be authorized to investigate any alleged violation by a contractor of its Code of Business Ethics.

By: _____
Signature of Affiant

_____ 20__
Date

Printed Name and Title of Affiant

Federal Employer Identification Number

Printed Name of Firm

Address of Firm

SUBSCRIBED AND SWORN TO (of affirmed) before me this ____ day of _____, 20__

He/She is personally known to me or has presented _____ as identification.
Type of Identification

Signature of Notary

Serial Number

Print or Stamped Name of Notary

Expiration Date

Notary Public, State of _____

SAMPLE ACTION STEPS FOR SCOPE OF SERVICES

Name of Agency
SCOPE OF SERVICES FISCAL YEAR 2002 CDBG
(JANUARY 1, 2002- DECEMBER 31, 2002)

Project Title: Employment Training

Description: The agency will provide counseling sessions, outreach and recruitment, employability skills, training, job referrals and job placement to 50 refugees and entrants in the Miami Dade County area.

HUD Matrix Code/Title (Eligibility): 570.201 (e) 05H Employment Training

Accomplishments: 50 People (General)

Funding Source: FY 2002 CDBG

National Objective: 570.208(a)(2) - Low / Mod Limited Clientele-Subrecipient Public 570.500(c)

Location:

ACTION STEPS:

1. January 1, 2002 through March 31, 2002

Recruitment of 75 participants; these referrals will come from Social Service agencies, and walk-ins.

2. April 1, 2002 through June 30, 2002

Conduct the ESL classes 5 days a week,
These classes will be open entry/open exist

3. July 1, 2002 through September 30, 2002

Testing and Assessing the training received, begin the Job Placement
Provide on an as needed basis, job-seeking skills
Counseling sessions (includes the job referrals)

4. October 1, 2002 through December 31, 2002

Placement of 25 participants, placement rate of 50% **

****Reports will be submitted to OCED on a quarterly basis.**

SAMPLE BUDGET

Attachment "B"

NAME OF AGENCY

CDBG 2002

January 1, 2002 – December 31, 2002

DESCRIPTION	OCED AMT	OTHER AMT	TOTAL AMT
04010 Salaries	\$17,924	\$105,999	\$123,923
Program Director	\$2,563	\$49,954	\$52,517
Bookkeeper	\$3,506	\$26,419	\$29,925
Security Facilitator	\$7,488	\$1,872	\$9,360
Security Installer	\$3,639	\$3,639	\$7,278
Secretary	\$728	\$24,115	\$24,843
04012 FICA	\$1,371	\$15,925	\$17,296
04013 Retirement (Pension)	\$304	\$5,766	\$6,070
04014 Health Insurance	\$377	\$7,163	\$7,540
04015 Life Insurance	\$65	\$1,232	\$1,297
04016 Workers Compensation Insurance	\$182	\$3,451	\$3,633
04017 Retirement Insurance	\$46	\$865	\$911
04018 Dental Insurance	\$35	\$665	\$700
23210 General Liability Insurance	\$300	\$900	\$1,200
25511 Space Rental	\$1,008	\$3,192	\$4,200
31010 Telephone	\$403	\$1,209	\$1,612
31310 Auto Expense - Reimbursement	\$950	\$2,850	\$3,800
31611 Postage	\$120	\$240	\$360
47010 Office Equipment	\$100	\$300	\$400
47012 Security Equipment	\$2,215	\$0	\$2,215
TOTAL	\$25,400	\$149,757	\$175,157

Attachment "B"

NAME OF AGENCY

CDBG 2002

January 1, 2002 – December 31, 2002

DESCRIPTION	OCED AMT	OTHER AMT	TOTAL AMT
01 Personnel	\$20,304	\$141,066	\$161,370
20 Contractual Services	\$1,308	\$4,092	\$5,400
30 Operating Expenses	\$1,473	\$4,299	\$5,772
40 Commodities	\$2,315	\$300	\$2,615
90 Capital Outlay	\$0	\$0	\$0
TOTAL	\$25,400	\$149,757	\$175,157

* Other funding includes Miami-Dade County CBO (\$53,700), City of Miami DCD (\$27,500), and in-kind funding from JFS.